

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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Board of Supervisors  
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Fifth District

August 3, 2006

**TO:** Each Supervisor

**FROM:** Bryce Yokomizo, Director

**SUBJECT: COMMUNITY ACTION BOARD CORRECTIVE ACTION PLAN  
COMPLETION**

This is to inform you of the implementation of the ten Auditor–Controller (A-C) recommendations to correct and improve the operation of the Community Action Board (CAB). On February 11, 2005, the A-C submitted a report on its investigation and review of the CAB. The report included ten recommendations.

The following ten A-C recommendations were completed to resolve deficiencies noted in the report:

- The development of a Memorandum of Understanding (MOU) between the CAB, DPSS and the Board of Supervisors;
- CAB by-laws were amended to annually rotate the chair;
- CAB Membership Applications and by-laws were amended to narrow CAB membership to individuals that can fully devote time to focus on the duties and responsibilities of the CAB;
- Development of a Policy and Procedures Handbook for the conduct of CAB business;
- County Counsel provided training to the CAB and staff on Brown Act meeting requirements;
- CSBG staff were provided 40 hours of comprehensive contract training;
- Tracking and updating the terms of membership by the Executive Office of the Board on an electronic calendar;
- Implementation of various budget and accounting controls by DPSS for all CAB operations;
- Established fiscal controls to ensure proper and timely use of all interest income earned from the CSBG program; and
- County Counsel agreement to be present at CAB meetings to ensure compliance with Brown Act requirements.

Each Supervisor  
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The implementation of these recommendations will allow for a more efficient program and potentially enhance services to the poverty level residents in Los Angeles County.

Please let me know if you have any questions.

BY:eb

c:     Executive Officer, Board of Supervisors  
         Auditor-Controller  
         County Counsel  
         Community Action Board